

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

MAIL CLERK 1

DEFINITION

Performs a variety of support activities related to the operation of a mail collecting, processing, and disbursing unit; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Opens and sorts incoming mail and distributes it to the proper person or department.

Maintains a pickup and delivery schedule for outgoing and incoming mail to insure timely handling; operates a truck, van or automobile.

Prepares letters and parcels for mailing in order to insure proper and speedy handling by operating scales to determine the proper amount of postage, determining the proper methods of mailing (i.e.-first, standard, etc.) and delivering the items to the post office or other prescribed location.

Attaches the proper amount of postage to letters and packages in order to insure proper handling and delivery by the post office.

Affixes postage, stuffs envelopes, addresses letters and addresses parcels by operating standard mailroom equipment (i.e.-postage meter, scales, strapping machine, etc.).

Sorts outgoing mail and parcels to satisfy U.S. Postal Service requirements by separating metered and non-metered items, arranging items by area and zip code and following instructions.

Maintains simple records to keep track of quantity mailed, number of certified or insured items, and amount of postage used by following instructions and recording amounts used on a daily basis.

COMPETENCIES REQUIRED

Knowledge of spelling, arithmetic, and simple records maintenance.

Ability to understand and follow oral and written instructions.

Ability to learn the operation of scales, postage meters, and other common mailroom equipment.

Ability to lift and carry heavy mailbags, boxes, and packages up to 70 pounds.

Ability to sort mail.

Ability to learn agency mail routes.

Ability to operate a motor vehicle.

Ability to perform the work as demonstrated by successful performance through the probationary period.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

No specific education or experience is required.

NOTE:

Some positions may require the possession of a valid Iowa Driver's License.

NOTE:

Prior to employment, applicants being considered for selected positions will be required to undergo a thorough background investigation and evaluation (including fingerprint searches) for arrest and conviction records that would indicate an individual could not serve effectively in a capacity involving financial trust.

Effective Date: 2/99 GR